



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

August 7, 2020

OFFICE MEMORANDUM

No. **302**, s. 2020

To: **All Regional Office Personnel**

APPROVAL TO WORK BEYOND OFFICE HOURS

1. Effective immediately, all Regional Office Personnel who intend to work at the Office beyond office hours are directed to request prior approval from the Regional Director or the Chief of the concerned division.
2. The template of the request shall be secured from the Administrative Division-Personnel Section.
3. For strict compliance.


RAMIR B. UYTICO EdD, CESO IV
Director IV

AD-PS-EDR

